

<b>U.S. Department of Commerce Performance Progress Report</b>				<b>2. Award or Grant Number:</b>	78-10-S13078
				<b>4. EIN:</b>	090101838
<b>1. Recipient Name</b>	United States Virgin Islands- Office of the Governor - Bureau of Information Technology			<b>6. Report Date (MM/DD/YYYY)</b>	10/25/2017
<b>3. Street Address</b>	8000 Nisky Shopping Center, Suite 600 A			<b>7. Reporting Period End Date: (MM/DD/YYYY)</b>	9/30/2017
<b>5. City, State, Zip Code</b>	Charlotte Amalie, VI 00802			<b>8. Final Report</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>9. Report Frequency</b> Quarterly <input checked="" type="checkbox"/>
<b>10a. Project/Grant Period</b>					
<b>Start Date: (MM/DD/YYYY)</b>	8/1/2013	<b>10b. End Date: (MM/DD/YYYY)</b>	1/13/2018		
<b>11. List the individual projects in your approved Project Plan</b>					
	<b>Project Type (Capacity Building, SCIP Update,</b>	<b>Project Deliverable Quantity (Number &amp; Indicator Description)</b>	<b>Description of Milestone Category</b>		
1	Stakeholders Engaged	0	<i>Actual number of individuals reached via stakeholder meetings during the quarter</i>		
2	Individuals Sent to Broadband Conferences	0	<i>Actual number of individuals who were sent to third-party broadband conferences using SLIGP grant funds during the quarter</i>		
3	Staff Hired (Full-Time Equivalent)(FTE)	0	<i>Actual number of state personnel FTEs who began supporting SLIGP activities during the quarter (may be a decimal)</i>		
4	Contracts Executed	0	<i>Actual number of contracts executed during the quarter</i>		
5	Governance Meetings	0	<i>Actual number of governance, subcommittee, or working group meetings held during the quarter</i>		
6	Education and Outreach Materials Distributed	500	<i>Actual volume of materials distributed (inclusive of paper and electronic materials) plus hits to any website or social media account supported by SLIGP during the quarter</i>		
7	Subrecipient Agreements Executed	0	<i>Actual number of agreements executed during the quarter</i>		
8	Phase 2 - Coverage	Stage 5	<b>For each Phase 2 milestone category, please provide the status of the activity during the quarter:</b> <ul style="list-style-type: none"> <li>• Stage 1 - Process Development</li> <li>• Stage 2 - Data Collection in Progress</li> <li>• Stage 3 - Collection Complete; Analyzing/Aggregating Data</li> <li>• Stage 4 - Data Submitted to FirstNet</li> <li>• Stage 5 - Continued/Iterative Data Collection</li> <li>• Stage 6 - Submitted Iterative Data to FirstNet</li> </ul>		
9	Phase 2 – Users and Their Operational Areas	Stage 5			
10	Phase 2 – Capacity Planning	Stage 5			
11	Phase 2 – Current Providers/Procurement	Stage 5			
12	Phase 2 – State Plan Decision	Stage 5			
<b>11a. Describe your progress meeting each major activity/milestone approved in the Baseline Report for this project; any challenges or obstacles encountered and mitigation strategies you have employed; planned major activities for the next quarter; and any additional project milestones or information.</b>					

**Milestone Activities:**

- Governor Mapp signed USVI Opt-In Letter on July 28th, 2017, making the USVI the 1st Territory to Opt-In
  - FirstNet and USVI Government House released a joint press release announcing the Opt-In decision. Information on the decision was shared via websites, FB, Twitter, Radio airwaves etc.
  - USVI awarded/received supplemental grant funding of \$80,000.
  - David Parris (SWIC) and Key Public Safety SMEs met with DHS-OEC in both districts to provide updates to the USVI SCIP
  - Submitted Grant requirements Documents requested by SLIGP
    - Governing Board Meeting Agenda
    - Governing Board Organizational Chart
    - Revised SCIP as of 2015
  - FirstNetVI collaborated on a Video Surveillance System assessment project that involves public safety stakeholders from both the public and private sectors.
  - ON SEPT. 6th HURRICANE IRMA (CAT 5) WREAKED HAVOC ON THE ST.THOMAS/ST.JOHN DISTRICT. (St.Croix was spared and was used as the central command for hurricane relief/response)
  - ON SEPT. 19th HURRICANE MARIA (CAT 5) DEVASTATED ST.CROIX AND CAUSED MAJOR FLOODING TO THE ST.THOMAS/ST.JOHN DISTRICT. (St. Croix is still the primary staging area for hurricane relief/response).
- Other activities:
- Participated in th FirstNet State-Plan webinar
  - Participated in monthly FirstNet Regional Meetings.
  - Participated in SLIGP Quarterly Meetings.
  - Worked with OEC to schedule/plan a Broadband/LTE Technical Assistance for the USVI
- Planned Major activities for next quarter:
- AT&T Push to Talk Demo for FirstResponders scheduled for September 6th, 2017 postponed due to Hurricane Irma
  - FirstNetVI and AT&T Kick-off meeting scheduled for September 7th, 2017 postponed due to Hurricane Irma

**11b. If the project team anticipates requesting any changes to the approved Baseline Report in the next quarter, describe those below. Note that any substantive changes to the Baseline Report must be approved by the Department of Commerce before implementation.**

No additional request for change is anticipated at this time. A supplemental budget was approved as of July 2017.

**11c. Provide any other information that would be useful to NTIA as it assesses this project's progress.**

The USVI was severely impacted by two Category 5 Hurricanes in the Span of 10 days knocking out all forms of communications including the AT&T infrastructure. The communications infrastructure is being rebuilt with great collaboration from AT&T. USVI requests to be a pilot for the Stand-up of the FirstNet network. FirstNet and the AT&T FirstNet team has participated in some of the territory's communication calls.

**11d. Describe any success stories or best practices you have identified. Please be as specific as possible.**

Maintaining relationships with established stakeholders and providing periodic updates on project efforts.

**12. Personnel**

**12a. If the project is not fully staffed, describe how any lack of staffing may impact the project's time line and when the project will be fully staffed.**

USVI's request for supplemental grant funding was approved as of July 2017, this will allow the USVI to fulfill SLIGP/FirstNet requirements throughout the term of the performance.

**12b. Staffing Table - Please include all staff that have contributed time to the project. Please do not remove individuals from this table.**

Job Title	FTE%	Project (s) Assigned	Change
Program Manager 1	0	Program Management of SLIGP Grant as delineated above in 12a	Resigned January 2016

Program Manager 2	100	Program Management of SLIGP Grant as delineated above in 12a	No Change
Financial Manager	0	Provide financial management for SLIGP grant (unfunded)	Hasina Harris is BIT's new financial manager as of May 2016. Mrs. Harris will provide support for SLIGP.
SPOC	0	Provide SLIGP grant (unfunded)	Angelo Riddick has been appointed BIT's Director/CIO as of November 2016, and was officially designated as SPOC by the Governor.

**13. Subcontracts (Vendors and/or Subrecipients)**

**13a. Subcontracts Table – Include all subcontractors. The totals from this table must equal the "Subcontracts Total" in Question 14f.**

Name	Subcontract Purpose	Type (Vendor/Subrec.)	RFP/RFQ Issued (Y/N)	Contract Executed (Y/N)	Start Date	End Date	Total Federal Funds Allocated	Total Matching Funds Allocated
TBD	Cost of Wireless Technology Consultants	Vendor	N	N	TBD	TBD	\$5,072.00	\$0.00

**13b. Describe any challenges encountered with vendors and/or subrecipients.**

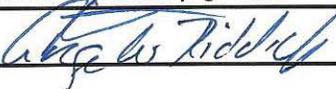
The Bureau of Information Technology has not utilized the services of any vendors and/or subrecipients thus far; Therefore, there are no issues to report.

**14. Budget Worksheet**

Columns 2, 3 and 4 must match your current project budget for the entire award, which is the SF-424A on file. Only list matching funds that the Department of Commerce has already approved.

Project Budget Element (1)	Federal Funds Awarded (2)	Approved Matching Funds (3)	Total Budget (4)	Federal Funds Expended (5)	Approved Matching Funds Expended (6)	Total funds Expended (7)
a. Personnel Salaries	\$365,938.00		\$365,938.00	\$330,285.26		\$330,285.26
b. Personnel Fringe Benefits	\$135,084.00		\$135,084.00	\$116,577.53		\$116,577.53
c. Travel	\$76,436.00		\$76,436.00	\$60,096.00		\$60,096.00
d. Equipment	\$0.00		\$0.00	\$0.00		\$0.00
e. Materials/Supplies	\$7,372.00		\$7,372.00	\$6,164.47		\$6,164.47
f. Subcontracts Total	\$0.00		\$0.00	\$0.00		\$0.00
g. Other	\$10,798.00		\$10,798.00	\$9,618.50		\$9,618.50
h. Indirect	\$0.00		\$0.00	\$0.00		\$0.00
i. Total Costs	\$595,628.00	\$0.00	\$595,628.00	\$522,741.76	\$0.00	\$522,741.76
j. % of Total	100%	0%	100%	100%	0%	100%

**15. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purpose(s) set forth in the award documents.**

<b>16a. Typed or printed name and title of Authorized Certifying Official:</b>  Angelo Riddick, PMP Director/Chief Information Officer	<b>16c. Telephone (area code, number, and extension)</b> 340-713-0354 Extension 5510
	<b>16d. Email Address:</b> <a href="mailto:angelo.riddick@bit.vi.gov">angelo.riddick@bit.vi.gov</a>
<b>16b. Signature of Authorized Certifying Official:</b> 	<b>Date:</b> 12/27/17